

DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: ScholarShare

PART A	
Position No: 302-001-5157-004	Date:
Class: Staff Services Analyst	Name:
Under the supervision of the Staff Services Manager II and the guidance of the Staff Services Manager I (Specialist), the Staff Services Analyst makes recommendations on a broad spectrum of administrative and program-related issues for the ScholarShare Investment Board (SIB).	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Works closely with journey level analyst(s) and assists in preparing request for proposals (RFPs) for consultants and program manager; assists in vendor selection; assists in developing requirements for the various contracts and sponsorships; monitors progress and compliance to contracts. Provides technical and consultative assistance to inquiries that require knowledge of the ScholarShare policies and procedures. Assistance includes telephone calls, written communication and personal meetings. Assists in performing a wide variety of complex, technical, consultative, and analytical administrative support, which may include budget and expenditure planning, systems development and audit support. Assists in developing and implementing Board's policies and procedures. Assists in drafting and amending program regulations. Assists in preparing detailed Board materials and reports; assists with briefings with Board members and member staff. Advises management of potentially sensitive or controversial issues, including remedies and recommendations. Analyzes reports, studies and projections provided by contractors including investment consultant and the 529 industry consultant; determines appropriateness of information; and makes recommendations to management.
25%	Performs outreach to local and state government agencies, education partners, non-profit community groups and other interested parties; negotiates and develops sponsorship and marketing documents with corporate partners, local and state government, and others. Arranges and attends meetings, prepares and delivers presentations, coordinates outreach events, and other activities related to promoting saving for college. Travels statewide to make presentations and provide information regarding saving for college and access to college; offers information, assistance, and recommendations to agencies to expand the program's reach amongst state, local government, and private business employees; expands outreach efforts targeting low and middle income households via presentations and school outreach efforts aimed at increasing participation in ScholarShare.
15%	Research, develop and consult with management, colleagues, partners, and consultants on outreach and marketing materials for statewide distribution including written, web-based, video, and multi-media presentations.
NON-ESSENTIAL FUNCTIONS	
10%	Conducts and performs various administrative duties that are necessary for the daily operation and overall support of the Board.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Position No: 302-001-5157-004		Date:			
Class: Staff Services Analyst		Name:			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Prepare and review written reports; proofread; conduct research on the Internet; monitor the website.					X
HEARING: Participate in meetings; answer telephones.					X
SPEAKING: Participate in meetings; answer telephones; answer questions about programs, give presentations					X
WALKING: Attend meetings.		X			
SITTING: Work at a computer station; conduct research by phone; and attend meetings.				X	
STANDING: File documents and make photocopies.		X			
BALANCING:		X			
CONCENTRATING: Analyze and coordinate information from multiple sources; and research marketing opportunities.					X
COMPREHENSION: Analyze and coordinate information from multiple sources; and research marketing opportunities.					X
WORKING INDEPENDENTLY: Responsible for working with vendor and other organizations with limited guidance.				X	
LIFTING UP TO 10 LBS OCCASIONALLY: Take materials to meetings.		X			
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Dial telephone; type on keyboard.			X		
REACHING: Answering telephone; retrieving files; processing documents.		X			
CARRYING: Retrieving files; and taking materials to meetings and presentations.		X			
CLIMBING:	X				
BENDING AT WAIST: filing.		X			
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Processing documents.		X			
DRIVING: Travel to meetings and conferences.		X			
OPERATING EQUIPMENT: Personal computer, telephone, copier, and fax machine.					X
WORKING INDOORS: Work station is located in an office.					X
WORKING OUTDOORS:		X			
WORKING IN CONFINED SPACE: Enclosed office environment.					X